

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

August 31, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-11

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act (ACA) Standard Measurement Period Actions

Agencies were provided the Standard Measurement Period (SMP) requirements for counting hours of ongoing non full-time employees during LaGov HCM Paid Agency ACA training. As a reminder, it is time to prepare to measure employee hours in their SMP to determine health coverage eligibility. The SMP began pay period 22 2015 (**October 12, 2015**) and continues through pay period 21 2016 (**October 9, 2016**).

ZP136, Attendance/Absence Report, should be used to count hours for employees over the SMP to determine the average number of hours worked. Any employee who worked an average of 30 or more hours during the SMP must be offered coverage during annual enrollment. The report results should be printed and maintained in your agency files. The report results serve as eligibility backup documentation in the event of an IRS audit, subsidy notice, or employee questions.

The ACA Measurement Period Chart is available for use on the Office of State Uniform Payroll (OSUP) website on the [ACA Webpage](#). ZP250, ACA Dates Calculator, can also be used to automatically generate important dates needed for a new non-full-time employee. These dates do not automatically populate on IT9004.

If you have any questions regarding the ACA Standard Measurement Period, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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